

## **NEW HAMPSHIRE FIRE STANDARDS & TRAINING COMMISSION**

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### **MINUTES OF MEETING**

**November 6, 2003**

*(Approved December 4, 2003)*

Members Present: Edward Murdough, Karen Schlitzer, Robert Nelson, Ronald O'Keefe, Scott Weden, David Duquette, Stephen Carrier, Al Burbank, John Hoglund, Peter Russell, Joseph Butts, Corey Landry, J. William Degnan, Richard Mason.

Members Absent: Earl Sweeney, Roger Hatfield.

Others Present: Division of Fire Standards & Training Staff--Bruce McPherson, Bureau Chief; Dennis Rosolen, Bureau Chief; Susan Beaudoin, Recording Secretary.

#### **I. CALL TO ORDER**

**Item 1. Pledge of Allegiance to Flag.** The meeting of the New Hampshire Fire Standards & Training Commission was called to order by Chair David Duquette at 3:05 p.m. on Thursday, November 6, 2003 at the Richard M. Flynn Fire Academy. The Pledge of Allegiance to the Flag was recited.

#### **II. APPROVAL OF MINUTES**

**Item 1. October 2, 2003.** **Motion** was made by Commissioner O'Keefe, seconded by Commissioner Landry, to accept the Minutes of the October 6, 2003 Commission meeting as printed and distributed. Motion passed unanimously.

#### **III. CHAIR'S REMARKS**

**Item 1. New Commission Members.** Chair Duquette welcomed the Commission members. He announced that Al "Butch" Burbank (Deputy

Fire Chief of the Waterville Valley Fire Department) has replaced Paul Fortier, and he is representing the NH State Firemen's Association. Earl Sweeney (Assistant Commissioner of the Department of Safety) has replaced John Stephen as the Commissioner of Safety's designee. The two other replacements are N. Scott Weden (Chief of the Ashland Fire Department) for Les Cartier, representing the Volunteer Fire Chiefs; and J. William Degnan (Acting Fire Marshal) for Donald Bliss, representing the State Fire Marshal's Office as a voting member.

**Item 2. Amendment to Fire 101.17(b).** Director Mason explained to the new members why the amount of money indicated in Fire 101.17(b) was increased from \$10,000 to \$20,000. There are some volunteer/call firefighters who are close to or over the \$10,000 amount.

**Motion** was made by Commissioner Russell, seconded by Commissioner O'Keefe, to amend Fire 101.17(b) effective August 1, 2000 (Doc. #7331) to read as follows: "(b) Who perform fire, rescue or related duties for a fire department of the state, political subdivision of the state, or private fire department and who is paid \$20,000 or more in any given consecutive 12-month period; or." Motion passed unanimously.

**Item 3. Commission Members' Folders.** Chair Duquette reminded all Commission members to remove any materials in their red folders, and return those folders to Sue Beaudoin by the end of the meetings.

#### **IV. COMMITTEE REPORTS**

**Item 1. NFPA Standards 1031-1033-1035.** Commissioner Hatfield was not present.

**Item 2. Emergency Medical Services Liaison.** Chair Duquette reported that the next meeting of the EMS Trauma Coordinating Board is Thursday, November 13, 2003. He had nothing new to report at this time.

**Item 3. Fire Marshal's Office.** Acting Director Degnan thanked the Commission members for inviting him to the meeting. He noted that his office is currently updating the State Fire Codes. He asked anyone having input to email him.

**Item 4. Forest Protection Bureau.** Commissioner Nelson reported on the following items:

- (a) There was an error in the original posting so they reposted it. They currently have five in-house applicants for the Regional Forest Ranger III position.
- (b) Eighteen out of 35 applications were approved for the Forest Ranger I positions. We have two positions.
- (c) Fire towers are closed.
- (d) One grant they will receive will help with the FireWise communities workshops. They have also been in touch with the Fire Marshal's Office trying to tie in with the FireWatch program. They are bringing all risk issues into play. They are looking at ways to better protect your home from outside in.
- (e) Major conservation being worked on with grant money, doing Ossipee Pine Barrens area. The machine cuts and chips the vegetation. It costs approximately \$400 to \$600 per acre. This is a way to keep wildland fires from spreading. They are starting an educational program regarding this. This Fire Academy sits in pine barrens, along with Commissioner Nelson's office. They have also done some burning around the Concord Airport to help the Blue Karmer butterflies.
- (f) They are putting together their training for spring, and hope to have it ready for the January issue of *Fire & Emergency Medical Services* newsletter.

Director Mason stated that, while attending a North American Fire Training Directors meeting in Salt Lake City, the last day the people who didn't have early flights got to go on a tour. The majority of houses had trees growing over them; you could hardly see the houses for the trees. Commissioner Nelson said it's the same thing in the Ossipee area. They had fires back in the late 1940's and early 1950's, and the potential is still there. In 1980 a fire jumped from one side of Route 106 in Concord to the other side in the area where the Steeplegate Mall is now.

**Item 5. Emergency Preparedness and Security.** Commissioner Landry reported that the Emergency Preparedness and Security Council has not had another meeting. Acting Director Degnan stated that Bruce Cheney will be chairing the Council now. Director Mason said that the next meeting is scheduled for Monday, November 10, 2003 at 10:00 a.m. here at the Fire Academy.

**Item 6. Curriculum Review.** Chair Duquette reported that the Curriculum Status Report was in each Commissioner's packet and is as follows:

- (a) Driver/Operator - Pumps:

A second pilot was completed in the field with Alton on an evening schedule basis. Other classes are in progress with Auburn and Derry.

(b) Hazardous Materials - Operations:

This program is well underway at this point with no problems reported.

(c) Hazardous Materials - Technician:

The trailer is proving to be a valuable asset and will be an on-going work in progress. We have recently completed yet another program in Rochester with much success.

(d) Aircraft Rescue & Fire Fighting:

We have just completed the first 40-hour certification class and will be meeting soon to evaluate the course delivery. For the moment the program was successful.

(e) NFPA 1030 Series:

NFPA 1031, Standard for Professional Qualifications for Fire Inspectors and Plan Examiners--a September class is scheduled for two weekends at the Academy. At this point classes will be scheduled periodically as they consistently fill up. We are ready for an Inspector II visiting committee soon.

NFPA 1033, Standard for Professional Qualifications for Fire Investigator is in progress and looking at two separate programs, one a one-week course for firefighters, and a two-week course for fire investigators. At this point it looks as though the New York curriculum is being considered for both classes.

NFPA 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator will probably follow the 1033 standard.

(f) Rescue Series - Structural Collapse:

No pilots scheduled as yet.

(g) Rescue Series - Confined Space:

The September class went well with a trip to Merrimack to use the confined space trailer prop as it could not be delivered on site.

(h) NFPA 1001 Firefighter I and Firefighter II:

This committee is soon to be scheduled when Captain Wilking and Commissioner Joe Butts are able to get together. Commissioner Butts stated that he has now talked with Captain Wilking. They haven't had much time to meet. Hopefully they will be starting to meet with their Visiting Committee in December.

(i) NFPA 1021 Fire Officer:

This committee has had its first meeting and is well underway. Commissioner O'Keefe added that this Visiting Committee met on October 30. They are tweaking the current program, and sending out proposed curriculum changes to the Fire Officer Instructors for

review. They are hoping to meet again in the beginning of December. He thanked Chief Rosolen and Captain Chandler for all their assistance.

(j) NFPA 1041 Instructor:

This committee has had its first meeting and is in a discussion over Instructor I and Instructor II curricula at this time.

Commissioner Carrier said that the Visiting Committee met on October 30, with about a 50 percent turnout, and the meeting went pretty well. They are dividing up the current curriculum for different Instructors to review. They will be meeting again the third week in December. Chair Duquette stated that some EMS Instructors were also there. He also noted that there is a high quality of people who work here at the Fire Academy. He said that Captain Chandler did a wonderful job.

(k) Other:

(1) A Visiting Committee for the following in accordance with the Commission vote on February 3, 1999 is about to commence in the near future once the committee is established.

Hopefully to be established this meeting:

NFPA 1002 Aerial Apparatus needs to be brought on line as soon as possible.

**Item 7. Academy Awards.** Director Mason noted that Commissioner Weden will be taking former Commissioner Cartier's place on the Academy Awards Committee. Commissioner Cartier will still be the emcee for tonight's program. Recipients will be Chief Stephen Allen, Lebanon; Chief Mark Dellner, Rochester; Deputy Chief Michael Mansfield, Nashua; Chief Richard Marinucci, Farmington Hill, Michigan; and Captain Arthur "Ted" Starkweather (Retired), Franklin.

**Item 8. Nominating Committee.** Chair Duquette reminded everyone that the Nominating Committee for Chair and Vice Chair are to bring in their report for calendar year 2004 at the December Commission meeting, and voting will be done at the January meeting. Commissioner Nelson is the Chair of the Nominating Committee, and Commissioners Landry and Murdough are the members.

## **V. REPORT OF THE DIRECTOR**

**Item 1. Director's Report #73** covered the following subjects: 1) Governor & Executive Council, 2) FireAct Grant, 3) NAFTD [North America Fire Training Directors] Meeting, 4) CFOD [Chief Fire Officer Designation], 5) Manchester Recruits Graduate, 6) Northern Ireland Fire Brigade, 7) Commissioner Membership, and 8) Paving.

Further comments on these items included:

- 1) Director Mason stated that we have issued 400 more certificates this year than last year, and we still have another two months to go. He said that the Councilors, when they were here for the breakfast and meeting, spoke very favorably about what we are doing.
- 3) Director Mason noted that the difference between our Fire Academy and the Utah Fire Academy is they have a degree program, and they are part of Utah's state college system.
- 4) The International Association of Fire Chiefs has made CFOD a part of their Professional Development Handbook as of today.
- 5) Manchester will be opening Station 8 with their new hirings.

Other items discussed were:

- 9) Chief McPherson just returned from his third Executive Fire Officer program, so he has one to go.
- 10) We are working with the Merrimack Fire Department's Fire Marshal to get a confined space mobile unit.
- 11) Director Mason distributed the updated 2004 schedule of Commission meetings. Meetings on January 8, February 5, March 4, April 1, May 6, September 2, October 7, and December 2 will be held at 10:00 a.m. at the Richard M. Flynn Fire Academy, in the dormitory classroom wing. The June 3 meeting will usually be at 3:00 p.m., followed by the Criminal Justice & Public Safety Committee of the NH House of Representatives public hearing at 7:00 p.m. The November 4 meeting is usually the Academy Awards ceremony so the meeting is at 3:00 p.m., followed by the 7:00 p.m. ceremony. There are no meetings scheduled for July and August.
- 12) Acting Director Degnan showed a video presentation about Commissioner Burbank.

## **VI. OLD BUSINESS**

**Item 1. C2F2.** Commissioner Murdough asked how C2F2 (Certified Career Firefighter) program was going without the mandatory residency. Chief Rosolen answered that for the first one in August, 17 out of 24 students chose to stay. Students have been showing up on time for classes. He stated that C2F2 is going very well, especially with Driver/Operator – All Vehicle included. Also the Firefighter Safety & Survival section of the Rapid Intervention Team (RIT) program was added to C2F2. We are doing very well with our curriculum.

Chief Rosolen noted that some students are having a rough time with the first week of skills review, and we have had some students who have not made it through that first week. In the current class, three students left.

Commissioner Carrier asked how many students are turned away each class. Chief Rosolen replied that it is usually around 12. He explained that we are catering to the full-time firefighters first who need to complete C2F2 in their first year of employment. In the Spring of 2004 we are planning to run a program for those who need to qualify to get a full-time job. Director Mason mentioned that we had one volunteer firefighter in the current class.

Commissioner Carrier said he knew of some students who passed the CPAT, applied for C2F2, and were turned down. Director Mason said that we used to be able to do modules at night, and now it's the full two weeks. A couple of people who saw others struggling helped them out. That element of teamwork was lost without the residency.

Commissioner Butts asked if we could schedule more C2F2 programs. He noted that Nashua is now requiring it before firefighters are hired, and the next one isn't until spring. Commissioner Burbank asked how many we do now. Chief Rosolen answered that we are doing two in the spring, one in August, one in October, and we are looking at April for a fifth one. Once it levels out, we will go back to three or four a year. Director Mason said that we have had to cancel some because of not enough students.

Chair Duquette said that he had heard there were some concerns about the last class when some students didn't make it through the first week. In both cases the students signed statements that they couldn't do it and that they knew they couldn't do it. Some students showed up thinking that by showing up they would pass. One did nothing to keep himself in shape during the past 18 months. A couple of the women in the class said it was fine.

Commissioner Weden asked if they have a physical fitness test before they start. Chair Duquette replied that they do not, and we have no daily physical fitness program. It is the community's responsibility to make sure their firefighters stay in shape. Commissioner Weden explained that with Police Standards & Training, you have to go a week in advance to be tested to be sure you are in shape. You have to pass a physical ability test before you are hired. Commissioner Burbank said that, with positions so valued, to accept some who are not able to climb a ladder, you are doing a disservice. Director Mason said we have to go strictly by our license, and you can't go through CPAT because you want to take a

class; it's only for employment and that's in our license. Commissioner Butts said that there second day of class they do a fitness evaluation. He noted we could do that three weeks before. Director Mason said that we tell them in advance what is required.

Commissioner Burbank asked which is worse, physical fitness or the skills. Commissioner Butts said that once you are tired, your phobias take over. It's not just a rubber stamp program. Chief Rosolen stated that the difference between fire and police is that you need certification before being hired for fire. With police, you can be hired and then go directly to the Police Academy. Students may be able to complete CPAT but not get into C2F2 until a year later, and they didn't work out for that year. Chair Duquette said that it's both skills review and training.

Director Mason stated that we are still playing catch up, but he thinks we are catching up pretty well now. Some students waited until the mandatory residency was done. One firefighter has already had a one-year extension, and is at the end of his two years so he now has a problem. Commissioner Murdough said that now word will get out so this won't happen as often; students will come better prepared. Director Mason stated that typically we run with 24 students, but the last couple of classes were run with 26; and we graduated 23 in the last class. Commissioner O'Keefe asked if the Fire Academy's statistics show how many usually drop out. Chief Rosolen said we have only been tracking the last two programs, after the mandatory residency was dropped.

**Item 2. Retreat Committee.** Chair Duquette stated that Commissioner Murdough will chair the Retreat Committee. Other members of that Committee are Commissioners Butts and Russell, Chair Duquette, and Director Mason.

Chair Duquette asked when the retreat should be held; should it be on a regular Commission meeting date but in a different location. He said that what we should be asking ourselves is: What if we just went away? What if there isn't any Commission? We need to look at an evaluation of where we are now. He noted that EMS hired a person to oversee their retreat, and they had a questionnaire done by the participants before the retreat.

Director Mason suggested that we do the retreat on the June 3, 2004 meeting off campus, and then return here for the legislative public hearing that night. Commissioner Butts stated he would like to see the retreat stay informal, with no business meeting, and no motions made. Commissioner Burbank said that his experience with retreats is that you should decide which areas you really want to get into. Also you may



have to go beyond one day as some of the one-day retreats leave you walking out more confused. Commissioner Murdough said that June 3 would give us a couple more hours to do the retreat, especially if it's in the Concord area. Chair Duquette said that, if we do a questionnaire in advance, everyone will have more time to think about items.

**Motion** was made by Commissioner Murdough, seconded by Commissioner Nelson, to hold the Commission's retreat on June 3, 2004. Motion passed with one vote in opposition from Commissioner Carrier.

## **VII. NEW BUSINESS**

**Item 1. Administrative Rules Changes.** Commissioner Butts stated he has spoken with Director Mason about having one time of the year scheduled to make all Administrative Rules changes. Chair Duquette said that we might want to coordinate the time with EMS.

Commissioner O'Keefe asked if that would tie our hands on anything. Director Mason answered that that could be taken care of by the wording of the motion.

**Motion** was made by Commissioner Butts, seconded by Commissioner Carrier, that generally speaking the Commission's Administrative Rules changes will be scheduled for the regular February Commission meeting each year. Motion passed unanimously.

## **VIII. GOOD OF THE ORDER**

### **Item 1. Information from Commissioner Nelson.**

- (a) Commissioner Nelson spoke with former Chair Paul Fortier, who said hello to everyone. Mr. Fortier said that he won't be present at the Academy Awards tonight as he is going hunting.
- (b) Ranger Bert VonDohrmann's wife had a brain tumor that was operated on last Friday on an emergency basis. It is fairly aggressive.

**Item 2. Tour of the Fire Academy.** Chair Duquette announced that tours of the Fire Academy are available for anyone who would like one. Please contact him to set up a tour.

**Item 3. Fire Academy Graduations.** Chair Duquette stated that we have a number of graduations going on here at the Fire Academy. He has said that there will always be at least one Commission member

present at every graduation. He feels that it puts things in perspective, and the Commission members present can do a couple of minutes presentation on what the Commission does. He noted that there is a Fire Officer graduation Friday night, November 7; it's only about one hour or so with refreshments served after. Class A uniforms are worn for graduations. Please let Chair Duquette know if you can attend any of the graduations.

**Item 4. ARFF Schedule.** Commissioner Burbank asked if there is a schedule for the ARFF. Chief McPherson replied that we test it every Monday morning; however, we are now done for the winter. Director Mason said that, when we start it back up in the spring, we will do it on a Commission meeting day so Commission members may attend.

**Item 5. Pease Fire Station.** Commissioner Murdough reported that the National Guard is getting \$6 million for a new fire station at Pease.

**Item 6. Multiple Classes Running Simultaneously.** Director Mason stated that about two weeks ago on a Thursday there was a C2F2 class being held. At the same time we had Tech students here for a class, and the Fire Officer program was being held in the dormitory classrooms. There were three classes here all at the same time, which he thought was neat.

Commissioner Weden asked if it is okay to stop in on a class to see what they are doing. Director Mason replied that, if someone would like to visit, he/she should call Chief Rosolen ahead of time in case there isn't anything going on. For instance, today the Fire Officer class is off campus.

**Item 7. Commission Members' IDs.** Chief McPherson said that he will have Dale Boyd get the paperwork ready for Commission members to go to Motor Vehicles to have their picture identifications printed.

**Item 8. Governor & Council Meeting.** Chair Duquette reported that Director Mason did a presentation for the Governor & Council meeting that was held here at the Fire Academy yesterday morning. He noted that all their questions were about volunteer firefighters. All of our classes are the same for volunteers and full-time firefighters so it's a good tribute to us. Chair Duquette said we should remember back to where we were 20 years ago when there was just Barry Bush, Sue Beaudoin, and Dot McInnis. Commissioner Butts stated that he takes C2F2 students on a walking tour of Concord, and he shows them the Low Avenue location, which is a garage, from when he was first in the fire service.

## **IX. ADJOURNMENT**

**Motion** was made by Commissioner Burbank, seconded by Commissioner Nelson, to adjourn at 4:45 p.m. Motion passed unanimously.

Respectfully submitted,

Richard A. Mason, Director

Items distributed at meeting:

1. Agenda 11/06/03
2. Minutes of Meeting 10/02/03, Not Approved
3. Director's Report #75
4. US Fire Administration FY 2003 Award Recipients through 10/31/03
5. Curriculum Status Report 11/06/03
6. Number of Personnel Certified 07/01/03-11/05/03
7. Minutes of Meeting 09/04/03 – Approved 10/02/03
8. NHFS&TC 2004 Schedule of Meetings
9. NHFS&TC Members
10. Amendment to Fire 101.17(b), effective August 1, 2000 (Doc. #7331)
11. NHFS&TC's info packet for the Governor & Council Breakfast 11/05/03